

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

4437.1B

12/15/92

SUBJ: USE OF FEDERAL/MILITARY STANDARD REQUISITIONING
AND ISSUE PROCEDURES (~~FEDSTRIP/MILSTRIP~~)

1 PURPOSE. This order prescribes procedures and guidelines for the use of Federal/Military Standard Requisitioning and Issue Procedures (~~FEDSTRIP/MILSTRIP~~) and prescribes standards applicable to requisitioning materiel from the General Services Administration (GSA), the Department of Defense (DOD), the Department of Veterans Affairs (VA), the Defense Logistics Agency (~~DLA~~), and the National Weather Service (~~NWS~~).

2 DISTRIBUTION. This order is distributed to the division level within Washington; to the branch level in the regions and centers; and standard distribution to all field offices and facilities.

3 CANCELLATION. Order ~~4437.1A~~, Use of Federal/Military Standard Requisitioning and Issue Procedures (~~FEDSTRIP/MILSTRIP~~), dated June ~~24, 1982~~, is canceled.

4 BACKGROUND. GSA and DOD have implemented agreements to assign single item manager support responsibilities to GSA or DOD for specified items of supply. The objective is to provide effective and economical supply support to all Government agencies for commonly used commodities. In order to draw support from single item managers, a uniform requisitioning and issue system is required. ~~FEDSTRIP~~ format is mandatory for all civilian agencies and their authorized contractors when requisitioning from GSA, while ~~MILSTRIP~~ is used by civilian/Defense agencies and military services requisitioning from DOD. Both systems prescribe procedures, codes, formats, forms and time standards for the interchange of logistics information relating to requisitioning, supply advice, supply status, materiel issue/receipt, and materiel return processes. The systems are similar and compatible. The FAA participation in ~~FEDSTRIP/MILSTRIP~~ provides timely and effective supply support and allows for a universal supply language permitting ease of communications between Government agencies.

5. EXPLANATION OF CHANGES. This revision:

a. Incorporates changes in the Federal Property Management Regulations (~~FPMR~~), Amendment ~~E-268~~, dated January ~~23, 1991~~, for ordering items from the GSA Supply Catalog including:

(1) Changes in procedures and guidelines for requesting a waiver from the use of GSA supply sources.

(2) Adds new guidelines for ordering items from GSA.

- b. Incorporates reference for local purchase authority.
- c. Incorporates reference for activity address codes.
- d. Incorporates guidelines for transmitting requisitions to the source of supply.
- e. Incorporates guidelines for discrepancy reporting.

6. RESPONSIBILITIES.

a. The Associate Administrator for Contracting and Quality Assurance, the Aeronautical Center, the regions, and the FAA Technical Center must use the **FEDSTRIP** Operation Guide and the **MILSTRIP** Manual, DOD **4000.25-1-M**, when requisitioning items directly from GSA, VA, or DOD for items of supply not supported by the FAA Logistics Center.

b. The FAA Logistics Center must use the **FEDSTRIP** Operating Guide when requisitioning items from **GSA/VA/NWS** and the **MILSTRIP** Manual, DOD **4000.25-1-M** in conjunction with the **FEDSTRIP** Operating Guide, Chapter 5, when requisitioning items from military services and **DLA**.

7 LOCAL PURCHASE AUTHORITY. Local purchase criteria is contained in the latest edition of Order **4250.9**, Field Materiel Management and Control. The term local purchase as used in this order means the acquisition of materiel by the field ordering office from sources other than the FAA Logistics Center using established regional procedures for field acquisitions.

8. ACTIVITY ADDRESS CODES. To obtain items through the **FEDSTRIP/MILSTRIP** systems, each ordering activity is required to have an activity address code. For more information on activity address codes, see the latest edition of Order **4650.15**, Supply Support Code Assignment/Cross-Reference Maintenance.

9 FAA REQUISITIONING FOR AIRCRAFT PARTS. Prior to using this system for ordering any aircraft parts or related items, the Office of Aviation System Standards, Maintenance and Engineering Division, **AVN-300**, must be contacted for proper certification.

10. GSA REQUISITIONING GUIDELINES.

a. GSA provides items to its customers through four supply programs: the **wholesale** stock, special order, Federal Supply Schedule (**FSS**), and the retail stock programs.

(1) GSA stocks a wide range of National Stock Number (**NSN**) items in a nationwide network of distribution centers as wholesale stock. These items are obtained by submitting a **FEDSTRIP** requisition.

(2) Customers may order from the special order program by submitting a **FEDSTRIP** requisition just like the wholesale stock program. The only difference is that all special order items are delivered directly from the vendor.

(3) Under the **FSS** program, GSA enters into requirements contracts with commercial firms to provide supplies and services at stated prices for given periods of time. When equally serviceable items are available from other GSA supply programs, customers should use the source that offers the lowest price. Bids, proposals, or quotations are not to be solicited for the purpose of seeking an alternative source to the **FSS**.

(4) The retail stock program supplies small quantities of popular items from the other three programs at local Customer Supply Centers (**CSC**).. The items stocked at the local **CSC's** are based upon local customer's needs (e.g., common office and administrative supplies) and offers telephone ordering and rapid delivery. **CSC's** are located to serve all areas of the continental United States, plus Alaska, Hawaii, Puerto Rico, and the Virgin Islands.

b. GSA is a nonmandatory source of supply when the total value of the line item requirement is less than **\$100**.. The dollar value of **\$100** does not apply to Standard and Optional Forms, items produced by the Federal Prison **Industries, Inc** or items contained in the procurement list published by the Committee for Purchase from the Blind and Other Severely Handicapped. These items are marked with an asterisk in the GSA Supply Catalog National Stock Number (**NSN**) Index.

c.. GSA items under **\$100** that cannot be obtained through local purchase may be requisitioned from GSA citing advice code **"2A."** This advice code identifies the requested item as not locally obtainable.

d. GSA will process all requisitions for items listed in the Supply Catalog, regardless of total line value, from activities electing to purchase from GSA. When an alternative source other than GSA, GSA Customer Supply Centers, mandatory **FSS's**, optional **FSS's** seems more favorable, the following guidelines apply:

(1) Procurement from other sources is authorized when the total value of the line item requirement is **\$100** or more but less than **\$5,000**. A written justification must be prepared and placed in the requisition history file stating the action is in the best interest of the Government in terms of quality, timeliness, and cost. A cost comparison must include the administrative cost to effect local purchase.

(2) For total value of line item requirements of **\$5,000** and over, a requisition must be submitted to GSA unless a waiver has been approved by GSA. The waiver request shall be submitted in accordance with paragraph **9h**.

e. Total requirements for an item normally included in a single requisition must not be subdivided to avoid higher threshold documentation.

f. When a waiver has been authorized and sufficient justification is not included in the requisition files, GSA will be reimbursed for any cost arising out of breach of GSA's contract.

g Off-line followups and requests for assistance should be directed to the appropriate GSA regional office. GSA regional offices can query a central requisition history file to expedite responses to customer inquiries.

h. When the provisions of paragraph **8d(2)** apply and a determination is made to seek a waiver from the use of GSA supply sources, the waiver request shall be submitted to the Commissioner, Federal Supply Service (**F**), General Services Administration, Washington, DC **20406**. The waiver requests will be approved if considered justified. Approval of a waiver request does not constitute authority for a sole source procurement.

(1) Waiver requests based on a determination that the GSA item is not the requisite quality or will not serve as the required functional end-use purpose shall include the following information:

(a) A complete description of the type of item needed to satisfy the requirement. Descriptive literature, such as illustrations, drawings, and brochures which show the characteristics or construction of the type of item or an explanation of the operation, should be furnished whenever possible.

(b) The item description and the **NSN**, if available, of the GSA item being compared. The inadequacies of the GSA items in performing the required functions.

(c) The quantity required. (State if the demand is recurring, nonrecurring, or unpredictable).

(d) The name and telephone number of the person to be contacted when questions arise concerning the request.

(e) **Other pertinent data when applicable.

(2) Waiver requests based on a determination that the GSA item can be purchased locally at a lower price shall include the following information:

NOTE: The price alone of an item without other substantive consideration will not be considered sufficient justification to approve a waiver request.

(a) A complete description of the type of item needed to satisfy the requirement.

(b) The quantity required. (State if the demand is recurring, nonrecurring, or unpredictable.)

(c) The destination of item to be delivered.

(d) The name and address of source.

(e) A price comparison with the GSA item including the **NSN** of the GSA item. Cost comparisons shall include the agency administrative cost to effect the local purchase.

(f) The name and telephone number of the person to be contacted when questions arise concerning the request.

(g) Other pertinent data when applicable.

(3) When the item is a Standard or Optional Form available from GSA stock, the provisions of **CFR 101-26.302** apply.

(4) Activities will not initiate action to procure similar items from non-GSA sources until a request for a waiver has been requested from and approved by GSA. The fact that action to procure a similar item has been initiated will not influence GSA action on a request for waiver.

(5) Waivers are not required for items requisitioned for an urgent requirement in accordance with FAR **6.302-2**.

i. The **FEDSTRIP** Operating Guide provides instructions concerning the codes, forms, and formats used in the **FEDSTRIP** system.

11. DOD REQUISITIONING GUIDELINES.

a. DOD sources of supply include the Defense Supply Centers of **DLA** and the inventory control points of the military services.

b. Procedures for requisitioning from DOD are contained in Chapter 5 of the **FEDSTRIP** Operating Guide and in the **MILSTRIP**, DOD **4000.25-1-M**, publication.

12. VA REQUISITIONING GUIDELINES.

a. The VA provides support to civilian agencies for certain medical and dental equipment and supplies in Federal Supply Group (**FSG**) **65** as well as selected nonperishable subsistence items in **FSG 89**.

b. Requisitions to the VA may be submitted on punched cards in **FEDSTRIP** format or typed on Standard Form **147**, Order for Supplies or Services.

c. The **FEDSTRIP** Operating Guide, Chapter **5**, provides instructions for preparation of requisitions to the VA.

d. The VA produces a catalog of centrally managed items which may be obtained from: VA Supply Depot, Cataloging Division, Hines, IL **60141**, at **COMM (708) 216-2365**.

13. **NWS** REQUISITIONING GUIDELINES.

a. **NWS** provides support to the FAA and DOD for supplies utilizing **MILSTRIP**.

b. The **NWS** Consolidated Logistics System (**CLS**) computer system at the National Logistics System Center will be electronically accessible for requisition processing and transaction status reporting through the Defense Automatic Addressing System Office (**DAASO**) Asynchronous Message Entry System (**DAMES**).

c. The **NWS CLS** will electronically check the DAMES nodes so that the program will receive requisitions collected by DAMES on a continuous basis.

d. **NWS** will provide supplies requested by the **FAALC** utilizing **MILSTRIP** and will bill the FAA for distribution of these supplies utilizing a monthly transaction tape.

e. A file will be maintained within the **CLS** of the DOD Activity Address Codes (**DODAAC**) of FAA customers for direct shipment of supplies. **NWS** will also provide the **NWS DODAAC** and Routing Identifier Codes (**RIC**) to be used in **MILSTRIP** requisitioning to the FAA.

f. **NWS** will participate with the National Oceanic and Atmospheric Administration and **the FAA** to establish procedures, formats, data transcription media requirements, and data submission schedules. Billing summaries and details in the prescribed format media will be provided by the tenth working day of each month to include all credits, charges, and corrections for transactions occurring during the previous month.

g. **NWS** will accept, research, and correct billing discrepancies and reports of discrepancy identified by **DAASO** edit routines or resulting from customer or billed activity inquiries whether transmitted magnetically or manually.

14. TRANSMISSION OF REQUISITIONS TO THE SOURCE OF SUPPLY. There are various methods or media by which requisitions may be submitted. The **FEDSTRIP/MILSTRIP** system is designed to communicate requisitions and related transactions in any of the following methods:

a. Multi-Use File For Interagency News (**MUFFIN**). This is GSA's online computerized information system accessed by personal computer and modem, and offers rapid entry*and transmission. **MUFFIN** provides GSA customers with the most up-to-date facts, and is available **24** hours a day. The **MUFFIN** online requisitioning system may be used by activities who have purchasing authority in lieu of the Standard Form **1344** or **GSA/DD Form 1348**. Additional information can be obtained by writing to: General Services Administration, Federal Supply Service-FCRL RR, Washington, DC **20406** or by calling **(202) 557-7970**.

b. Automated Digital Information Network (**AUTODIN**). This is a computerized general purpose communications system which provides for transmission of narrative and data pattern traffic (narrative, hard copy type, data pattern, card or tape images) on a store-and-forward (message switching) basis.

c. **DAMES**. This is a computerized dial-up system for requisition processing and transaction status reporting. Incoming requisitions and status can be transmitted without using **AUTODIN**. Additional information for requisition transmission via **DAMES** can be obtained from **DAASO** at **COMM (513) 296-5914**.

d. Other electrical media, such as administrative message, dispatch, teletypewriter, fax, etc.

e. Telephone (when time, distance, or economy are considerations).

f. Airmail, regular mail, or courier.

15. DISCREPANCY REPORTING. FPMR 101-26.8 and GSA publication, Discrepancies or Deficiencies in GSA or DOD Shipments, Material, or Billings, contain the uniform policies and procedures relating to:

- a. Billings and billing adjustments.
- b. Reporting discrepancies in GSA or DOD shipments/materiel.
- c. Reporting deficiencies in GSA or DOD shipments/materiel.

16. FINANCIAL ACCOUNTING.

a. Submit requests for new or revised fund codes to the Financial Information Division, **AAA-500**, for processing.

b. Financial accounting **requirements** for **FEDSTRIP/MILSTRIP** materiel transactions are contained in the latest edition of Order **2700.31**, Uniform Accounting System Operations **Manual**.

17. FPMR APPLICABILITY.

a. **FPMR, 41 CFR 101**, prescribe policies, procedures, and delegations of authority pertaining to the management of property and programs administered by GSA.

b. In the absence of an FAA order to the contrary, the **FPMR** are applicable to **all** **FAA** activities.

c. **FPMR** changes will be implemented by an FAA order only when such action is considered necessary.

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